



DATE: 2021-03-16
TIME: 17:02:13
SER#: 39229947

FINEST MESSAGE

General Administrative Information

TO: ALL COMMANDS

SUBJECT: UPDATE TO NYCHA TRESPASS CRIME FACT SHEETS ("TCFS")

AS OF JANUARY 27, 2021 THE NYCHA TRESPASS CRIME FACT SHEET ("TCFS") IS AN ELECTRONIC FORM AND WILL NO LONGER BE COMPLETED IN PAPER FORMAT.

PUSRSUANT TO PROCEDURES UNDER PATROL GUIDE 212.60, INTERIOR PATROL OF HOUSING AUTHORITY BUILDINGS, IN ALL CASES WHERE A NYCHA ARREST IS MADE FOR CRIMINAL TRESPASS, THE ARRESTING OFFICER MUST PREPARE A NYCHA TRESPASS CRIME FACT SHEET ("TCFS") AND:

- * THE TCFS FORM MUST BE COMPLETED ELECTRONICALLY WITHIN THE FORMS SYSTEM (PAPER FORMAT IS NO LONGER VALID).
- * THE ELECTRONIC FORM IS TITLED "NYCHA TRESPASS CRIMES FACT SHEET AND SUPPORTING DEPOSITION".
- * THE ELECTRONIC FORM IS DEVOID OF ALL TAP REFERENCES IN COMPLIANCE WITH PREVIOUS FINEST MESSAGE WHICH TERMINATED TAP PROGRAM AS OF SEPTEMBER 30, 2020.

COMMANDING OFFICERS ARE TO BRING THE CONTENTS OF THIS DIRECTIVE TO THE ATTENTION OF THEIR LOCAL TRAINING COORDINATORS AND ENSURE ALL UNIFORM MEMBERS OF THE SERVICE ARE ALWAYS AWARE OF THIS NEW REQUIREMENT.

PLEASE REFER TO PATROL GUIDE 212.60 FOR FURTHER DETAILS ON ALL HOUSING TRESPASS ENCOUNTERS AND PROCEDURES.

ANY QUESTIONS REGARDING THIS PROCEDURE MAY CONTACT THE RISK MANAGEMENT BUREAU AT 718-610-8500 OR THE HOUSING BUREAU AT 212-694-7810.

AUTHORITY: ASSISTANT DEPUTY COMMISSIONER RISK MANAGEMENT BUREAU
OPERATOR: PO MCGRANE
OPS. UNIT BROADCAST MESG. NO.: 03/16-019

ADMN - SER#: 39229947

